

**Cambridge Mosque Trust**  
**Executive Director**  
**Job Description**

Location: Cambridge, UK  
Employee type: Full time  
Job type: Executive charity director  
Required travel: Possible  
Relocation covered: No

**ROLE**

To provide administration and leadership for the new Cambridge Mosque (309-313 Mill Road Cambridge). The postholder will be responsible for overall strategic planning, revenue generation, financial management, organisational development, staff management, facilities management, outreach, and the management of religious, social, cultural and educational activities based at the mosque.

**QUALIFICATIONS**

1. A minimum of five years' charitable or educational work experience in related fields.
2. At least 3 years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
3. A track record of positive engagement with Muslim communities and organizations.
4. Familiarity with the British Muslim community.
5. Native or near-native fluency in the English language; a knowledge of Arabic and/or Turkish would be an advantage.
6. A good knowledge of Islamic teachings and ethics and of contemporary environmental issues and technologies.
7. Demonstrated success of effectively leading change and organizational growth through strategic planning.
8. Demonstrated ability in grant applications and general fundraising, particularly in Muslim communities in the UK and abroad.
9. Strong and effective oral and written communication skills.
10. Personal qualities that include integrity, commitment to the charity's mission, respect for Muslim and other diversity and the ability to inspire and motivate.
11. A proven ability to engage respectfully and positively with other religious and secular communities and their leaders.
12. Must be Microsoft Office proficient, i.e. Word, PowerPoint, Excel, etc.

**RESPONSIBILITIES**

**Strategy and Planning**

1. Develops and leads the strategy of the charity within the broad context of the

local and national landscape by using performance measurements to guide strategic and operational decision-making.

2. Maintaining a leadership role in driving a collaborative process with the Board of Trustees, staff and members that will result in the development of goals, objectives and operational plans for the organization.

3. Oversees preparation of the annual accounts, budget and other necessary financial documents. Provides information and justifications for Board of Trustees in its annual and other budgetary review and approval processes.

4. Cultivates a strong partnership with the Board of Trustees in setting policies consistent with the mission of the charity. Works, as needed, with all standing and ad hoc committees of the Board.

5. Promotes the activities and vision of the charity by maintaining relationships with other organizations.

6. Represents the charity in all media relations by participating in interviews, developing press releases, updating social media, and all other media engagements.

### **Organizational Management**

1. Leads, motivates and develops staff and board so that they are committed to the mosque's religious and environmental values and to working effectively toward continual improvement.

2. Ascertains that the organization has diverse staff with skills appropriate to the needs of each position through people management activities including hiring, termination of employment, ongoing staff development, performance management, compensation, pensions and benefits.

3. Ensures that employment law and the charity's employment policies are adhered to in all employment practices and engages with the Board to implement changes.

4. Ensures that the charity has the appropriate systems, physical space, and technology to operate efficiently and effectively.

5. Receives the reports and recommendations of Life Members.

### **Programme Development and Implementation**

1. Oversees and supports the development, design and delivery of the charity's initiatives in accordance with its mission statement and charitable objects.

2. Oversees and supports the administrative components of all services, including contract negotiations, contract and grant reporting and contracted work.

3. Recruits and supervises volunteers.

4. Monitors compliance with legal obligations and good practice in activities dealing with minors.

5. Provides for quality assurance monitoring of all mosque programmes, ensuring monitoring of complaints and other feedback and correction of any deficiencies.

6. Ensures access for women, minorities, and disabled visitors.

### **Fundraising**

1. Manages all fundraising activities, including grant applications, cultivation and stewardship of donors, event planning, supervising on-site cash donations, allocating zakat and other charitable disbursements, and identifying new resources.

Actively seeks and maintains a diverse donor base in Cambridge and overseas.  
.2. Builds long-term relationships with key benefactors based on mission, cultivation and stewardship, programme outcomes, religious, ethical and environmental vision, and sound fiscal management.  
3. Leads the charity's financial growth in order to maintain a healthy cash flow, provide full services to congregants and other users and maintain adequate reserves to support Trustee-approved investments and risk-taking.

#### REPORTS TO

1. Board of Trustees

#### SUPERVISES

1. Imam
2. Muezzin/Supplementary imam
3. Facilities manager
4. Security staff
5. Miscellaneous contract employees
6. Volunteers

#### COMPENSATION/BENEFITS

The post carries a salary of £56,000-£62,000 p.a., plus a performance-linked bonus for fundraising.

#### TO APPLY

Interested individuals should email their covering letter, CV and three references no later than 1 December 2018 to [cambridgemosque.henrietta@gmail.com](mailto:cambridgemosque.henrietta@gmail.com) .  
Applications will be reviewed on a rolling basis, so the charity encourages qualified candidates to apply early.

The Cambridge Mosque Trust is an equal opportunities employer.